

OCCUPATIONAL GROUP: Legal

CLASS FAMILY: Legal Assistant

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to assist attorneys in handling legal cases by performing duties such as conducting research of legal sources and preparing legal documents and case summaries by utilizing knowledge of legal concepts, terminology, customs and practice.

CLASS TITLE: Paralegal

DISTINGUISHING CHARACTERISTICS:

These positions assist attorneys in handling cases. They may conduct research of legal sources, prepare files, review documents for compliance and/or prepare legal documents and reports. These positions do not have budgetary responsibilities, but may serve as lead workers for other paralegals or clerical staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Researches legal sources such as statutes, judicial decisions, and legal codes.
- Writes or drafts legal documents; drafts legislative rules; files legal documents with appropriate court, board, or entity.
- Attends hearings before courts or boards.
- Assigns and reviews work of other legal assistants, paralegal, or clerical staff.
- Schedules hearings; maintains records of cases.
- Collects and summarizes information from books and periodicals for review by an administrator or counsel.
- Composes routine correspondence or maintains statistical records.
- Monitor movement of pending legislation.
- Keeps abreast of changes in state, federal, and local laws, rules and regulations relating to the area of assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedure in West Virginia.
- Knowledge of and ability to effectively utilize the English language.
- Knowledge of legal citations.
- Ability to gather and interpret pertinent statutory and regulatory provisions and present findings in a logical and persuasive written form.
- Ability to lead the work of others.
- Ability to understand governmental organization and operation.

MINIMUM QUALIFICATIONS:

Education: Successful completion of a Paralegal (Legal Assistant) training program.

Experience: N/A

Education & Experience Substitution: Two years of full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws and other legal authorities, and preparing legal documents, under the supervision of an attorney may substitute for the required training; OR a combination of training and experience as described above may substitute through an established formula for the required training.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Legal Assistant Coordinator**DISTINGUISHING CHARACTERISTICS:**

These positions supervise a unit of employees whose work requires knowledge and understanding of legal principles and statutes. They typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervise the work of others; trains employees; conducts performance evaluations.
- Monitors the caseload of staff; ensures work of staff is accurate and complete.
- Prepares reports or statistical documents; maintains records.
- Researches legal sources such as statutes, judicial decisions, and legal codes.
- Writes or drafts legal documents; drafts legislative rules; files legal documents with appropriate court, board, or entity.
- Attends hearings before courts or board.
- Keeps abreast of changes in state, federal, and local laws, rules and regulations relating to the area of assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the broad principles and application of law, evidence, pleadings, and judicial procedure in West Virginia.
- Knowledge of and ability to effectively utilize the English language.
- Knowledge of legal citations.
- Ability to supervise to work of others.
- Ability to gather and interpret pertinent statutory and regulatory provisions and present findings in a logical and persuasive written form.
- Ability to understand governmental organization and operation.
- Ability to prepare reports.

MINIMUM QUALIFICATIONS:

Education: Successful completion of a Paralegal (Legal Assistant) training program.

Experience: 1 to 2 years of full-time or part-time equivalent paid experience as a Paralegal in a legal setting.

Education & Experience Substitution: Two years of full-time or equivalent part-time paid experience in a legal setting which required performing legal research, reading and interpreting laws and other legal authorities, and preparing legal documents, under the supervision of an attorney may substitute for the required training; OR a combination of training and experience as described above may substitute through an established formula for the required training.

Certificates, Licenses, Registrations: N/A

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